

## Recorder Special Revenue Funds - Consolidated

### DESCRIPTION OF MAJOR SERVICES

**Systems Development** was established to support, maintain and modernize the creation, retention and retrieval of information in the County's system of recorded documents. Sources include fees collected pursuant to Government Code Section 27361 on legal documents.

#### Budget at a Glance

Requirements Less Reimbursements*	\$12,673,383
Sources/Reimbursements	\$3,779,200
Fund Balance	\$8,894,183
Use of Fund Balance	\$2,963,219
Total Staff	10

\*Includes Contingencies

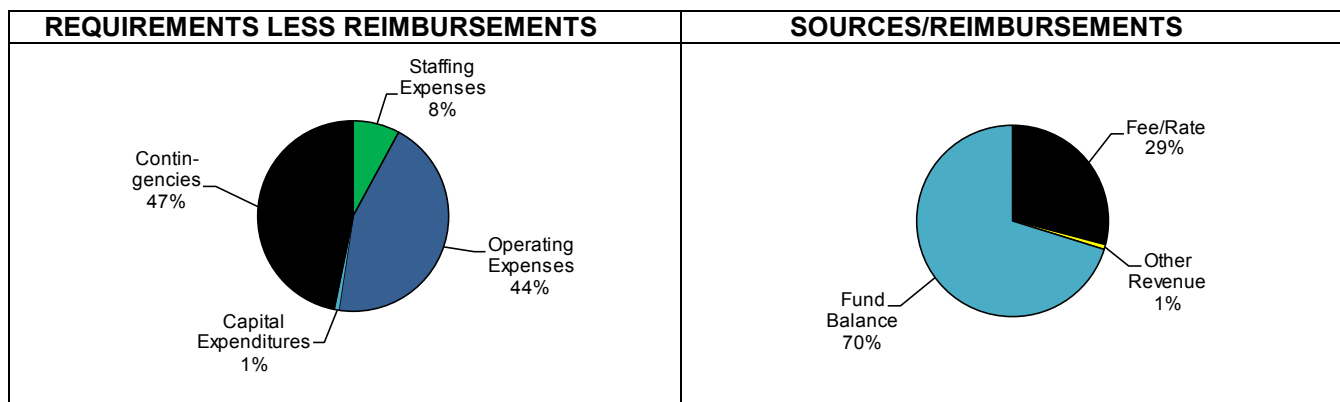
**Vital Records** was established to support vital records operation and retention, including the improvement and automation of vital records systems. Sources include fees collected for certified copies of vital statistics records pursuant to Health and Safety Code Section 103625(f) and 103625(g)(2). There is no staffing associated with this budget unit.

**Electronic Recording** was established by Government Code Section 27279.1 to authorize the County of San Bernardino to accept electronic transmission of recordable documents and the Recorder has been recording electronic documents since 2004. Government Code Section 27397 authorized all California counties to accept electronic transmission of recordable documents subject to regulation set forth by the Attorney General. In 2007, the Board approved a joint powers agreement (JPA) for the California e-Recording Transaction Network Authority (CeRTNA). This budget unit was established to support participation in the JPA. Sources include fees collected pursuant to Government Code Section 27397 regarding electronic recording delivery systems such as official records evidencing ownership and encumbrances of real and personal property, and other miscellaneous records. There is no staffing associated with this budget unit.

**Recorder Records** was established to defray the cost of storing, restoring, and imaging the County Recorder's documents. The primary service provided by this budget unit is the maintenance, repair and imaging digitization of the County Recorder's documents. Sources include fees collected pursuant to Government Code Section 27361 on legal documents.

**Social Security Number Truncation** was established to defray the cost of implementing Government Code Section 27301 which requires local governments to truncate the first five digits of social security numbers (SSN) that appear in records that may be disclosed to the public. The law requires the Recorder to implement the SSN truncation program for all records back to 1980. The primary service provided by this budget unit is the review of all recorded documents, flagging of high-value personal information, truncation of the first five digits of the SSN, and the creation of a separate index and images for public view. Phase 1 began with all the documents recorded since January 2009. Phase 2 will require a professional services contract for the documents from 1980 through 2008. The index and images of the original recorded documents will be maintained in their entirety. Sources include fees collected pursuant to Government Code Section 27301. There is no staffing associated with this budget unit.

### 2014-15 ADOPTED BUDGET



**BUDGETED STAFFING**

STAFFING ANALYSIS					5-YEAR STAFFING TREND				
Authorized Positions	2012-13 Final	2013-14 Adopted	2013-14 Final	2014-15 Adopted					
Regular	12	11	11	10					
Limited Term	0	0	0	0					
Total	12	11	11	10					
Staffing Expenses	\$1,240,720	\$1,128,911	\$1,128,911	\$1,003,693					

**ANALYSIS OF 2014-15 ADOPTED BUDGET**

GROUP: Fiscal  
DEPARTMENT: Assessor/Recorder/County Clerk  
FUND: Recorder Special Revenue Funds - Consolidated

BUDGET UNIT: Various  
FUNCTION: Public Protection  
ACTIVITY: Other Protection

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Actual	2013-14 Final Budget	2014-15 Adopted Budget	Change From 2013-14 Final Budget
<b>Requirements</b>							
Staffing Expenses	258,535	275,068	1,001,309	1,077,801	1,128,911	1,003,693	(125,218)
Operating Expenses	3,908,584	3,820,113	1,778,299	1,787,636	5,510,572	5,638,726	128,154
Capital Expenditures	24,460	12,173	57,022	134,879	280,000	100,000	(180,000)
Contingencies	0	0	0	0	5,791,975	5,930,964	138,989
Total Exp Authority	4,191,579	4,107,354	2,836,630	3,000,316	12,711,458	12,673,383	(38,075)
Reimbursements	(6,564)	(118,732)	0	(53,218)	(60,000)	0	60,000
Total Appropriation	4,185,015	3,988,622	2,836,630	2,947,098	12,651,458	12,673,383	21,925
Operating Transfers Out	600,919	4,000,000	0	0	0	0	0
Total Requirements	4,785,934	7,988,622	2,836,630	2,947,098	12,651,458	12,673,383	21,925
<b>Sources</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	3,753,003	3,804,794	4,517,817	3,589,381	4,400,000	3,690,000	(710,000)
Other Revenue	105,125	92,356	103,089	90,296	90,092	89,200	(892)
Total Revenue	3,858,128	3,897,150	4,620,906	3,679,677	4,490,092	3,779,200	(710,892)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	3,858,128	3,897,150	4,620,906	3,679,677	4,490,092	3,779,200	(710,892)
Fund Balance					8,161,366	8,894,183	732,817
Budgeted Staffing					11	10	(1)



**DETAIL OF 2014-15 ADOPTED BUDGET**

	2014-15			
	Requirements	Sources	Fund Balance	Staffing
<b><u>Special Revenue Funds</u></b>				
Systems Development (Fund SDW)	5,338,581	2,375,000	2,963,581	7
Vital Records (Fund SDX)	1,124,776	145,000	979,776	0
Electronic Recording (Fund SIW)	1,508,036	408,000	1,100,036	0
Recorder Records (Fund SIX)	1,358,311	408,000	950,311	3
Social Security Number Truncation (Fund SST)	3,343,679	443,200	2,900,479	0
Total Special Revenue Funds	12,673,383	3,779,200	8,894,183	10

**Systems Development** includes \$5.3 million in requirements to fund 7 positions, costs for document indexing/imaging, computer hardware, software and associated maintenance, and includes \$1.5 million in budgeted contingencies. Sources of \$2.4 million are primarily from Recorder modernization fees.

**Vital Records** includes \$1.1 million in requirements to fund computer software, printing and other professional services, and includes \$914,236 in budgeted contingencies. Sources of \$145,000 are from vital and health statistic fees.

**Electronic Recording** includes \$1.5 million in requirements for computer hardware and CeRTNA related expenses, and includes \$950,404 in budgeted contingencies. Sources of \$408,000 are from electronic recording fees and anticipated interest earnings.

**Recorder Records** includes \$1.4 million in requirements for staffing expenses to fund 3 positions, costs associated with preservation efforts, and includes \$502,187 in budgeted contingencies. Sources of \$408,000 are from records fees and anticipated interest earnings.

**Social Security Number Truncation** includes \$3.3 million in requirements to fund the cost of truncating records as required by law, and includes \$2.0 million in budgeted contingencies. Sources of \$443,200 are from redaction fees and anticipated interest earnings.

**BUDGET CHANGES AND OPERATIONAL IMPACT**

Requirements are increasing by \$21,925 primarily due to increases in Information Technology costs. This increase is offset by decreases in equipment, professional services, and a decrease in staffing expense due to the transfer of a position to the Assessor/Recorder/County Clerk (ARC) general fund budget unit. Sources are decreasing by \$710,892 primarily due to a reduction in fee revenue from recorded documents.

**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing expenses of \$1.0 million fund 10 budgeted regular positions. A Business Applications Manager position is being moved to the ARC general fund budget to recognize its new responsibility for oversight of both Recorder and Assessor IT operations.



2014-15 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Systems Development	7	0	7	7	0	0	7
Recorder Records	3	0	3	3	0	0	3
Total	10	0	10	10	0	0	10

Systems Development	Recorder Records
<u>Classification</u>	<u>Classification</u>
2 Programmer Analyst III	1 Archives Program Administrator
1 Automated Systems Analyst II	1 Archives Technician
3 Automated Systems Analyst I	1 Storekeeper
1 Automated Systems Technician	3 Total
7 Total	